



Academic Policy

Academic Standing

Approved by: President and Faculty

Date Approved: October 11, 2023

Effective Date: May 6, 2022

- 1. Summary:** This policy defines the criteria, consequences, and actions to be taken for various levels of Academic Standing.
- 2. Rationale:** This policy enables the College to evaluate and appropriately respond to unsatisfactory student academic performance.
- 3. Entities Affected:** Students, Registrar's Office, Student Success Office, Academic Program Directors
- 4. Definitions:**

Academic Progress: achieving a satisfactory GPA but still lacking a satisfactory CGPA.

Cumulative Grade Point Average (CGPA): the average of all a student's earned grades during the pursuit of a baccalaureate or master's degree at Criswell College. If a course is retaken for credit, only the highest grade is calculated in the CGPA.

dismissal GPA: a grade point average for a particular semester of 0.0.

Good Standing: holding both a satisfactory GPA and satisfactory CGPA.

grade point average (GPA): a student's grade point average for a particular semester or term.

satisfactory CGPA; satisfactory GPA:

2.0 or higher for Associate of Arts and Bachelor of Arts

2.75 or higher for Bachelor of Science Education

2.5 or higher for Master of Arts Christian Leadership, Master of Arts Christian Studies, and Master of Divinity

2.75 or higher for Master of Arts Counseling and Master of Arts Theological and Biblical Studies

semester: fall or springtime period when courses are offered (for purposes of this policy, credits taken during shorter terms within the fall or spring semester still fall under the semester itself).

term: winter or summer time period when courses are offered.

unsatisfactory CGPA ; unsatisfactory GPA: a CGPA or GPA below satisfactory GPA or CGPA.

5. **Policy:** The College will assign Academic Standing according to the categories and criteria below:

Academic Warning

A student with either an Unsatisfactory GPA or Unsatisfactory CGPA is placed on Academic Warning.

While on Academic Warning, the student is required to meet with the Student Success Office at least three times throughout the semester. These meetings will be prompted by the Student Success Office at the start, middle, and end of each semester, but the student is responsible for scheduling and attending each meeting in its entirety. If the student does not meet with the Student Success Office at least three times over the course the semester, a hold will be placed on the student's account preventing her or him from registering for classes until satisfying requirements set by the Student Success Office. Students who do not fulfill their obligation to meet with the Student Success Office may face immediate suspension.

Undergraduate students on Academic Warning may not take more than 12 hours in a fall or spring semester. Graduate students on Academic Warning may not take more than 9 hours in a fall or spring semester. Any students on Academic Warning may not take more than 3 hours during a winter or summer term.

The student stays on Academic Warning so long as he or she is making Academic Progress and is removed from Academic Warning when the student achieves Good Standing.

A student is placed on Academic Probation when he or she has failed to make Academic Progress at the end of a semester on Academic Warning.

Because international students are required to take a full course load in order to maintain their F-1 visa status, an international student who fails to make Academic Progress at the end of a semester on Academic Warning will be placed on Academic Suspension.

Academic Probation

A student is placed on Academic Probation when he or she has failed to make Academic Progress at the end of a semester on Academic Warning.

While on Academic Probation, the student is required to meet with the Student Success Office at least three times throughout the semester. These meetings will be prompted by the Student Success Office at the start, middle, and end of each semester, but the student is responsible for scheduling and attending each meeting in its entirety. If the student does not meet with the Student Success Office at least three times over the course of their semester on probation, a hold will be placed on the student's account preventing him or her from registering for classes until satisfying requirements set by the Student Success Office. Students who do not fulfill their obligation to meet with the Student Success Office may face immediate suspension.

Undergraduate students on Academic Probation may not take more than 6 hours during a fall or spring semester. Graduate students on Academic Probation may not take more than 3 hours during a fall or spring semester. Any student on Academic Probation may not take more than 3 hours during a winter or summer term.

Students on Academic Probation forfeit all institutional financial aid and might also be restricted from College extracurricular activities.

A student on Academic Probation is returned to Good Standing when both his or her GPA and CGPA become Satisfactory.

A student who makes Academic Progress at the end of his or her first semester on Academic Probation is placed on Academic Warning. A student placed on Academic Probation who has both an Unsatisfactory GPA and Unsatisfactory CGPA at the end of the semester remains on Academic Probation for a second semester. A student who makes Academic Progress during the second semester is placed on Academic Warning.

A student who does not make Academic Progress by the end of her or his second semester on Academic Probation is placed on Academic Suspension.

Academic Suspension

A student is placed on Academic Suspension after demonstrating that she or he is not able to make satisfactory academic progress with current resources. Upon suspension, the student's Program Director and a member of the Student Success Office determine what criteria must be met before being allowed to return and enroll in courses. The student's Program Director and Student Success Office representative will provide the terms of the suspension in a written communication to the student and the Registrar. The student may appeal the terms of the decision as described in the Academic Appeals Policy.

Students returning to the College after Academic Suspension are placed on Academic Probation. Students who make Academic Progress during their first semester back are then placed on Academic Warning. Students who do not make Academic Progress during their first semester back remain on Academic Probation for a second semester.

Because of course load requirements of their F-1 visa status, international students returning to the College after Suspension are placed on Warning. International students who do not make Progress during their first semester back remain on Warning for a second semester.

Students who return to the College after Academic Suspension and do not make Academic Progress during their first and second semesters back are Academically Dismissed.

Academic Dismissal

Students who have a GPA of 0.0 in any given semester face Academic Dismissal.

Students who return to the College after Academic Suspension and do not make Academic Progress during their first and second semesters face Academic Dismissal.

Students who are Academically Dismissed may not return to the college to resume their studies in the same program. Students who have been Academically Dismissed may reapply for another program under the College's Admission Policy.

NOTE: The academic status and progress of students receiving VA benefits are monitored and reported periodically to the U.S. Department of Veterans Affairs.

6. Procedure:

- a. Implementation:** The Registrar is responsible for determining students' Academic Standing, ensuring the accuracy of the students' Academic Standing in the College's student information system (SONIS), and communicating changes in standing as necessary to the student and other college personnel.
- b. Responsibility for Compliance:** Vice President of Academic Affairs
- c. Notification:** This policy will be posted on the College's website and in the College's *Academic Catalog*. The applicable portions relevant to students receiving VA benefits or F-1 Visas will also be communicated in presentations and literature specifically created for these students.
- d. Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 4.0

Policy number: 3.002

Related policies: Academic Appeals Policy, Admission Policy, Veteran Benefits Policy

Policy History

Version 1.0	Not Available
Version 2.0	November 1, 2017
Version 3.0	May 6, 2022
Version 4.0	October 11, 2023